



STATE OF NEW JERSEY



COUNTY CLERK (CIVIL)

C100001-902

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C100001	SCHEDULE NUMBER 902	PAGE NUMBER 1 OF 4
DEPARTMENT County Clerk (Civil) DIVISION BUREAU County Clerks Schedule - Civil		AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE 		DATE 	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE 	
			DATE 2/24/93	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
	<u>Obsolete Records</u>			
0001-0000	Almshouse Register See: NJSA 44:1-71.	Permanent		Archives
0002-0000	Bills of Sale Upon conditions and other papers in the nature of conditional bills of sale *Retention period prescribed by law NJSA 47:3-9 (C).			
0002-0001	Bills of Sale - Under Seal *Retention period prescribed by law.	22 yrs*		Destroy
0002-0002	Bills of Sale - Unsealed *Retention period prescribed by law.	6 yrs after final expiration*		Destroy
0003-0000	Birth Records of Slaves	Permanent		Archives
0004-0000	Costs, Bills of Costs Taxed by the Clerk, Both Civil and Criminal *Retention period prescribed by law NJSA 47:3-9(J).	20 yrs provided notations thereof have been entered on the dockets*		Destroy
0005-0000	Election Records (Duplicate) Contains Secretary of State's Notice of Establishment of a Political Party. See: NJSA 19:12-1.	1 yr after dissolution of party		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
0006-0000	Factor Liens *Retention period prescribed by law NJSA 47:3-9(Y). See NJSA 2A:44-178.	6 yrs after expiration*		Destroy	
0007-0000	Hotel Registration Records (Copy) Duplicate or certified copy of petition and indexes thereto. Original kept with Secretary of State). See: NJSA 29:3-5.	Life of business		Archival review	
0008-0000	Inquests Conducted by the Coroners, and Their Reports and Other Papers Relating to Sudden Deaths *Retention period prescribed by law NJSA 47:3-9(Q).	10 yrs*		Destroy	
0009-0000	Justice of the Peace Bonds, Docket, Files and Papers *Retention period prescribed by law NJSA 47:3-9(W).	20 yrs*		Archives	
0010-0000	Manumissions - Slave	Permanent		Archives	
0011-0000	Medical Registers Contains midwifery, nurses, veterinarians registers and indexes thereto. See: NJSA 45:9-17. Microfilm recommended.	5 yrs	70 yrs	Archives	

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0012-0000	Personal Property Securities Records *Retention period prescribed by law NJSA 47-3-9 (g)(c).			
0012-0001	Personal Property Securities Records - Crop Mortgages Includes: original filing instruments, assignments of, discharges of, satisfactions of and indexes thereto. *Retention period prescribed by law.	6 yrs after final expiration*		Destroy
0012-0002	Personal Property Securities Records - Secured Transactions - U.C.C. Includes: financing statement, termination statement, continuation statement, and statement of assignment or release.	6 yrs after lapse or final termination		Destroy
0012-0003	Personal Property Securities Records - Secured Transactions Indices	6 yrs after lapse or final termination of all entries		Destroy
0012-0004	Personal Property Securities Records - Under Seal-Chattel Mortgages Including original filing instruments, assignments of, discharges of, satisfactions's of, and indexes thereto. *Retention period prescribed by law.	22 yrs*		Destroy
0012-0005	Personal Property Securities Records - Under Seal - Conditional Sales Records Includes: original filing instruments, extensions of statement on demand, statements of satisfaction, proofs of entry of judgments and bills of sale upon condition. *Retention period prescribed by law.	22 yrs*		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0012-0006	Personal Property Securities Records - Unsealed - Chattel Mortgages *Retention period prescribed by law.	6 yrs after final expiration*		Destroy
0012-0007	Personal Property Securities Records - Conditional Sales Records - Unsealed Includes: original filing instruments, extensions of statements on demand, statements of satisfaction, proofs of entry of judgments, and bills of sale upon condition unsealed. *Retention period prescribed by law.	6 yrs after final expiration*		Destroy
0013-0000	Prison Records and Reports and Papers Related Thereto *Retention period prescribed by law NJSA 47:3-9(gg).	5 yrs*		Destroy
0014-0000	War Enlistment Register See: NJSA 38:25-7.	Permanent		Archives
0015-0000	Widow's Pension Records See: NJSA 38:23-6, 7.	Permanent		Archives